



# AN AASIS TRAINING GUIDE

## Payroll Cash Transfer – Fund(s) List



**BEST IF PRINTED IN  
SLIDE VIEW**



## Payroll Cash Transfer-Fund(s) List

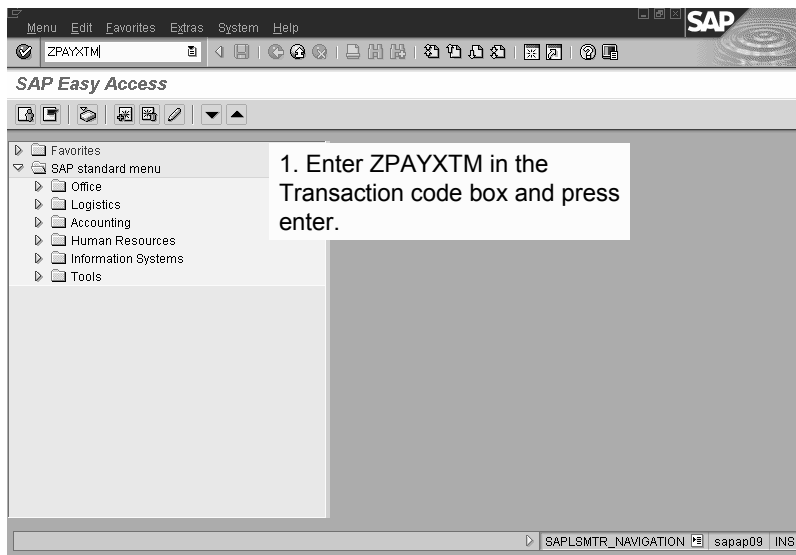
### Transaction Code: ZPAYXTM

- This transaction enables Agencies to view how much money is needed in the agency's fund to be transferred to the payroll paying fund in order to cover payroll checks and third party remittances.
- To run this transaction, you will need the role of Agency HR-FI Posting Specialist.



## Payroll Cash Transfer-Fund(s) List

- The screen shots that follow provide step by step instructions on how to generate the Payroll Cash Transfer-Fund(s) List.
- The follow-on functions such as downloading to desktop applications like excel, pivot table, or access can be found in the generating report handbook located on the AASIS website at:  
[http://aasis.state.ar.us/Training/Courses/Special\\_Topics.htm](http://aasis.state.ar.us/Training/Courses/Special_Topics.htm)





Program Edit Goto System Help

**Automatic Payroll Cash Transfer - TEST Mode only**

Execution Group

Run Type: PP

Run Number: 886

GL Account: 5000000000 to 5999999999

☐ Summary By Fund and Bus. Area

☒ Selection for this Business Area

Test Run: CASH TRAN. P/R Run Date

BDC Session Name: F16LCASHTRAN

3645

2. Enter 'PP'.

3. Enter the Run number(s).

4. Check the box for 'Selection for this Business Area' and enter your agency's Business Area.

NOTE: After each payroll is posted, an SAP System Message will provide the Run number(s) you will need to process this transaction. This System Message will appear after you logon to AASIS.

Z\_FIGL\_CASH\_TRANSFER\_TESTMODE sapqas INS



Program Edit Goto System Help

**Automatic Payroll Cash Transfer - TEST Mode only**

Execution Group

Run Type	PP
Run Number	886
GL Account	5000000000 to 5000000000
<input checked="" type="checkbox"/> Summary By Fund and Bus. Area	
<input checked="" type="checkbox"/> Selection for this Business Area	0645

FI Journal Detail Group

Document Date	05/24/2002
Document Type	SB
Account to Debit	1100000902
Account to Credit	1100001001
Test Run	CASH TRAN. P/R Run Date
BDC Session Name	FIGLCASHTRAN

Z\_FIGL\_CASH\_TRANSFER\_TESTMODE sapqas INS

If you want to see the total amounts by fund, click the box for 'Summary By Fund and Bus. Area'. Business Area 0645 is being used in this example.

This information is defaulted. Do not delete.



Automatic Payroll Cash Transfer - TEST Mode only

REPORT : Z\_F16L\_CASH\_TRANSFER\_TESTMODE      Automatic Payroll Cash Transfer - TEST Mode only  
USER ID: JAREID

Bus.area	Fund	Amount
0645	BAA0100	1,349.88

The amount(s) listed must be in the associated Fund(s) before the automatic payroll cash transfer program is executed.

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List Edit Goto System Help

**Automatic Payroll Cash Transfer - TEST Mode only**

REPORT : Z\_FIGL\_CASH\_TRANSFER\_TESTMODE Automatic Payroll Cash Transfer - TEST Mode only  
USER ID: JAREID

Bus. area	Fund	GL Account	Cost Center	WBS Element	Order	A
0645	BAA0100	5010001000	600020		10645233	1.
0645	BAA0100	5010005000	600020		10645233	
0645	BAA0100	5010007000	600020		10645233	

**NOTE:** If the box for 'Summary By Fund and Bus. Area' is not checked, then amounts by fund by cost objects will be displayed.

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## Payroll Cash Transfer-Fund(s) List

If the fund(s) do not have enough money as reflected in the Payroll Cash Transfer-Fund List, then the agency must follow the procedure below:

- Align Agency Funds using the Cash Operating Transfer Form and process internally. For Service Bureau Agencies, complete and submit the Cash Operating Transfer form for Service Bureau Agencies for processing. The Cash Operating Transfer form is located on the AASIS website at <http://aasis.state.ar.us/msofficedocs/FIpayrollprocess2.doc>